



# Bulletin

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2006-01B

TO: Board of Assessors and Selectmen/Mayors

FROM: Gerard D. Perry, Deputy Commissioner

SUBJECT: Training Program for Assessors

DATE: January 2006

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## COURSE 101

The Department of Revenue's basic course for assessors, Course 101, Assessment Administration: Law, Procedures, Valuation, will be offered during the daytime in Boston at the Saltonstall Building, 100 Cambridge Street, second floor, conference rooms C & D. This three-day course will be held on April 20, 27 and May 4, 2006, from 9:00 a.m. to 4:30 p.m. Participants must attend five out of six sessions or 2 ½ days to meet the attendance requirements for the examination.

Attendance at Course 101 and successful completion of the examination satisfies minimum qualification requirements for assessors that were established by 830 Code of Massachusetts Regulation (CMR) 58.3.1. Assessors, and assistant assessors with valuation responsibilities, must fulfill minimum qualifications within two years of the date of their original election or appointment. All participants who successfully complete this course will receive a certificate.

Supplemental materials that accompany Course 101 are available for downloading from the Division of Local Services' web site ([www.mass.gov/dls](http://www.mass.gov/dls)) under "Training and Seminars." The examination will be available online at the conclusion of the course and must be returned to the Division by e-mail. **Therefore, all registrants must have access to a PC with Internet access and Excel version 5.0 or higher in order to take the examination. Please be sure to provide an e-mail address on the attached registration form.**

Directions to the Saltonstall Building and parking information are available online at <http://www.dls.state.ma.us/training/DirectionsSaltonstallBuilding.pdf>.

## REGISTRATION

To register, please return a copy of the enclosed form for each person attending the training program.

Your completed registration may be mailed to:

Donna Quinn  
Division of Local Services  
PO Box 9569  
Boston, MA 02114-9569

OR

Faxed to: (617) 626-2330

**All registrations must be received by Friday, April 14, 2006.** If you would like to confirm your registration after that date or if you have questions regarding the training, you may call Donna Quinn, Asst. Coordinator of Training at (617) 626-3838.

The Department of Revenue does not charge local officials or their staff for attendance at Course 101. However, anyone **not** affiliated with local government will be charged \$50.00 **(Please make checks payable to the Commonwealth of Massachusetts.)**

**Registrants should plan to arrive 15 minutes early (8:45 a.m.) for the first session scheduled for April 20.**



**Please remember to bring a hand held calculator.**



DEPARTMENT OF REVENUE  
DIVISION OF LOCAL SERVICES

**COURSE 101 REGISTRATION FORM**

**Spring 2006 Course 101 (Saltonstall Building, Boston, MA)**

YOUR NAME: \_\_\_\_\_  
(PLEASE PRINT CLEARLY)

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

PHONE: Business (    ) \_\_\_\_\_ Residence (    ) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

Position: (Check one) Assessor \_\_\_\_\_ Asst. Assessor \_\_\_\_\_ Other \_\_\_\_\_

Your Original Election/Appointment Date: \_\_\_\_\_

Current Community or Company Name: \_\_\_\_\_

**NAME OF THE PERSON YOU REPLACED** \_\_\_\_\_

List any community you were previously affiliated with: \_\_\_\_\_

**TO REGISTER**

Send the completed form to:

Donna Quinn  
Division of Local Services  
PO Box 9569  
Boston, MA 02114-9569  
OR  
FAX (617) 626 – 2330

## REMINDER

*Please remember to bring a calculator and arrive 15 minutes early (8:45 a.m.) for the first session scheduled for April 20!*

### **Spring 2006 Course 101 Location**

Massachusetts Department of Revenue  
Division of Local Services  
Saltonstall Building, 100 Cambridge Street  
Boston, MA 02114  
Second floor conference rooms C & D

*Directions are available online at*  
<http://www.dls.state.ma.us/training/DirectionsSaltonstallBuilding.pdf>.

TIME: 9:00 a.m.- 4:30 p.m.  
DATES: April 20, 27 & May 4, 2006

**NOTE:** Attendance records are strictly monitored. Please be sure to sign the attendance sheet for each session to receive credit for your attendance.

**If you sign-in but do not stay for the class you will NOT receive credit for attending that session.**